Phoenix Program
Process Definition – Accounts Payable

8-21-00 version replaces 3-1-99.

Process	***Electronic Payments***
Process Number	***AP-022***

Description of Process

The ultimate goal of EFT processing is to produce electronic payments to the Agency's vendors. These payments are electronically deposited into the vendor's bank account. Wachovia, First Union National Bank and Columbus Bank and Trust are the only banks established by Financial System Solutions as electronic transfer approved banks.

Payment processing will occur during overnight batch processing. Payment processing will use a combination of PeopleSoft and State of Georgia processing to generate payments. Payment Selection Criteria panel group must be completed by the agency user to request an EFT payment for a specific Bank Account and PayCycle Dates. The PeopleSoft EFT file will be created and processed through the States' existing EDI translator (GENTRAN) and then is transmitted via Connect Direct (NDM) to the bank for payment.

Input to Process

Once a voucher has been entered, matched (if it is a Purchase Order), budget checked, and scheduled as an EFT payment, the payment process begins.

Output of Process

The output will be the actual electronic transmission serving as a deposit into the vendor's bank account.

Service Level Agreement Required? (if yes, provide a brief description)

N/A

PeopleSoft Panel Groups being Used

Function	Panel Group
Use	Create Payments-**Payment Selection Criteria** panel group allows users to specify pay cycle date range, bank account, and payment method for that payment cycle. A pay cycle is required in order to generate EFT payments.
Inquiry – PS Delivered	Create Payments-Inquire-**Payment Information** panel allows you to view the status of a payment. You can also view all of the vouchers paid by a particular payment after Payment Posting.
	Administer Procurement-Create Payments-Inquire-**Voucher Inquiry** panel provides a view of voucher information and all

	payments associated with a specific voucher.
Reports – Custom	**Payables Due Proof**. This report shows all vouchers that are scheduled for payment on a specific date.
	Payment History by Vendor Report lists payments made by vendor in vendor name sequence and is sorted by business unit. [SAR0331] Post Production
	Payment Activity Report lists detailed payment information sorted by reference number for system checks, manual checks, express checks, EFT, and wire transfers. The full vendor address will be included on this report.
	Payment Inventory List Report lists all checks with a payment status of "paid" and a reconciliation status of "not reconciled." Check number, Date issued, Vender nbr/name, amount, and status will be included.
	Outstanding Payables by Vendor Report lists all vouchers for a vendor that have not been paid, selected for payment, or closed.
	Outstanding Payables by Fund Source lists all vouchers that do not have a status of "paid", "replaced", or "void".
	Cash Disbursements Journal lists payments generated by payables in payment reference number order. [SAR0566] Post Production
	EDI Remittance Report is an SQR report that replaces GIFS 7303 and 7304. This report lists EFT advice information.

Business Process Description

Process Description	Responsibility (Agency/Centralized)
Step 1: **Enter EFT Vendor** A vendor must be established with EFT payment information. For a new vendor, users can enter that vendor with EFT information or users can complete the Notification of EFT Payment Form required to add EFT information to an already established Vendor. An EFT Payment can only be generated for one bank account per vendor ID. Therefore, if EFT payments need to be generated to more than one bank account for a vendor, another vendor ID would be established. The SOG is unable to use PeopleSoft's Pre-notification functionality due to the number of business units that process EFT payments. (See Enter EFT Vendor Process Definition for more details).	Agency
Step 2: **Manage Bank Account Information** The agency must first verify that their bank is capable of EFT transmissions. Agencies must designate a bank as EFT capable, so agencies may add an additional bank account that will handle EFT payments or add EFT as another Payment Method to one of its current bank accounts. Completion of the New Bank Account Request Form is required to add an additional bank account for EFT and should be submitted to Accounts Payable. Completion of the Notification of EFT Payment Form is required to add an additional Payment Method to an existing Bank Account and should also be submitted to Accounts Payable. (See Add Bank Information for more details).	Agency

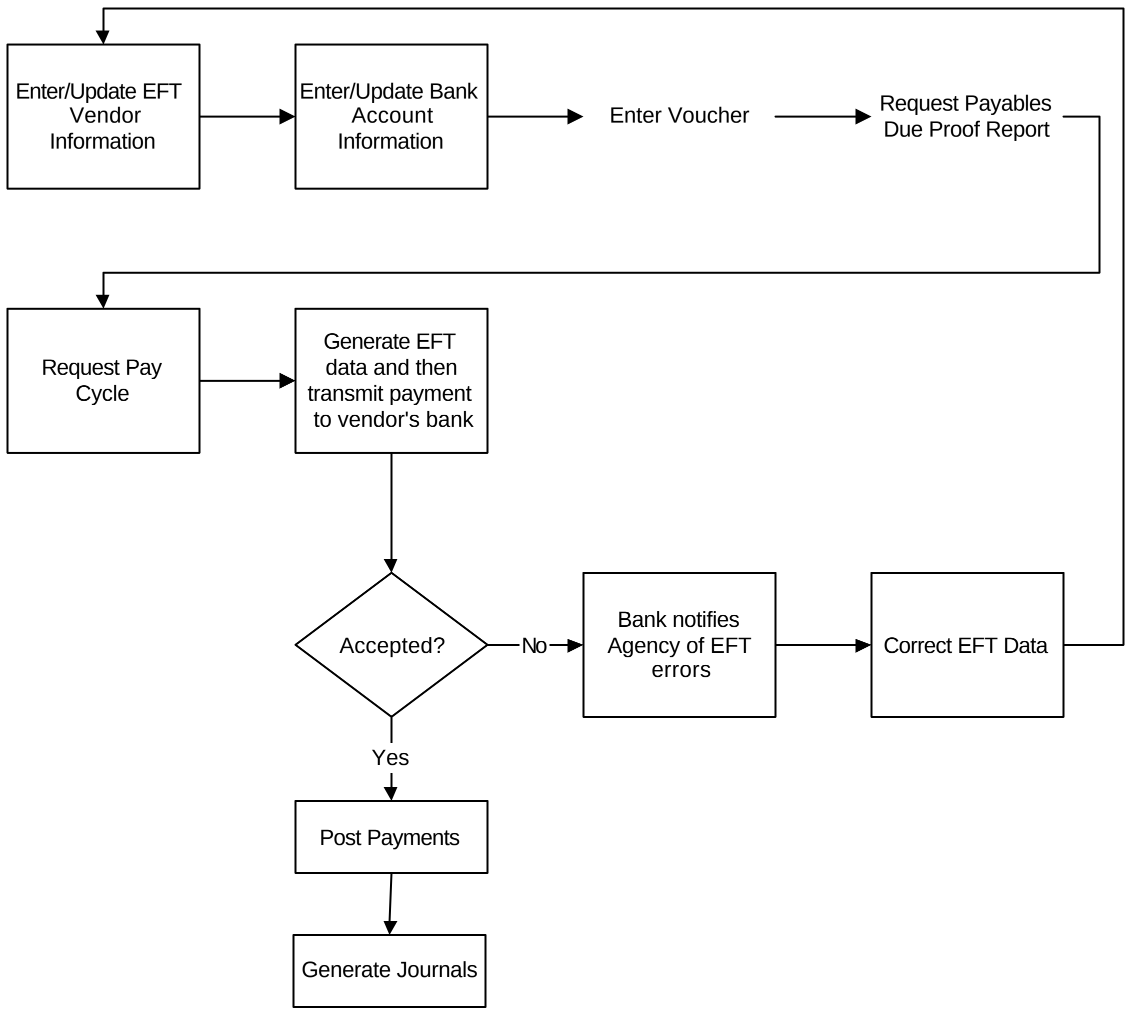
Process Description	Responsibility (Agency/Centralized)
Step 3: **Enter Voucher** A voucher must be entered, matched (if it's a Purchase Order), and budget checked. The Payment Method of EFT on the actual voucher must be selected on the Schedule Payment panel. If EFT information has not been entered for this Bank Account, when the voucher is saved an error message will result. When both EFT Bank Account and EFT Vendor information have been entered, a saved voucher with a scheduled EFT payment will result.	Agency
Step 4: **Request Payables Due Proof Report** User should verify vouchers that are scheduled for payment on a specific payment date.	Agency
Step 5: **Request PayCycle** End user must request an EFT payment run by bank account on Payment Selection Criteria Panel by clicking the process checks check box. Payments will be generated during overnight batch processing which also includes Payment Posting and Journal Generation.	Agency

Step 6: **Accepted or Rejected EFT Data** Vouchers can be viewed on the Payment Activity Report and an EDI Remittance Report. Rejected EDI Payment/Pre-Note reports will not be produced by PeopleSoft. This places all the responsibility on the bank to notify the agency when EFT error exists. This is a substantial procedure change for each bank and agency. Examples of EFT errors are incorrect DFI ID, incorrect Vendor Bank Account Number, if a vendor closes their bank account and doesn't notify the agency, etc.	Agency
Step 7: **Correct EFT Data** It is the agency's responsibility to verify those transactions that were accepted and correct all rejected EFT vouchers.	Agency

Forms Used with Process

Notification of EFT Payment Form (if applicable) New Bank Account Request Form (if applicable)

Process Flow Diagram (if appropriate):



APPROVAL FORM

SIGNER	ROLE	APV	NOT APV	DATE
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Mindy Byram	Design Analyst			08-21-00